


<b>INVITATION TO BID</b>  STATE OF LOUISIANA  DIVISION OF ADMINISTRATION OFFICE OF STATE PURCHASING		  <b>BIDS WILL BE PUBLICLY OPENED:</b> <div style="font-size: 1.2em; font-weight: bold;">MAY 31, 2006    10:00 AM</div>	
=====> <b>VENDOR NO. :</b> <b>SOLICITATION :</b> 2207386 <b>FILE NO. :</b> <b>OPENING DATE :</b> 05/31/06  <div style="border: 1px solid black; height: 80px; width: 100%; margin-top: 10px;"></div>		<b>PURCHASING AGENCY NO. :</b> 107001  <b>SEE NO. 8 BELOW. RETURN BID TO</b> <div style="text-align: right;">10:00 AM</div> <div style="display: flex; justify-content: space-between;"> <span>2207386</span> <span>05/31/06</span> </div> <div style="margin-top: 10px;">       OFFICE OF STATE PURCHASING        OFFICE OF STATE PURCHASING        POST OFFICE BOX 94095        BATON ROUGE, LA 70804-9095     </div>	
<div style="border: 1px solid black; width: 100%; height: 80px; margin-bottom: 10px;"></div> <p><b>FILL IN VENDOR NUMBER (FEIN), NAME AND ADDRESS ABOVE, BEFORE SUBMITTING BID.</b></p>		<div style="display: flex; justify-content: space-between;"> <div> <b>BUYER :</b> ANN CAMPBELL  <b>BUYER PHONE :</b> (225) 342-8043  <b>DATE ISSUED :</b> 05/08/06  <b>REQ. AGENCY :</b> 107001         </div> <div style="text-align: right;">FOLD HERE--&gt;</div> </div> <div style="text-align: center; margin-top: 5px;">OFFICE OF STATE PURCHASING</div> <div style="display: flex; justify-content: space-between;"> <div> <b>AGENCY REQ. NO. :</b>  <b>ISIS REQ. NO. :</b> 1288334  <b>VENDOR PHONE :</b>  <b>FISCAL YEAR :</b> 07  <b>CLASS/SUBCLASS :</b> 71510  <b>SCHEDULED BEGIN DATE :</b> 07/01/06  <b>SCHEDULED END DATE :</b> 06/30/07  <b>T-NUMBER :</b> 92017         </div> </div>	
<i>LIBRARY BOOKS/STATE AND MEMBER LIBRARIES STATEWIDE</i>			
TO BE COMPLETED BY VENDOR			
1. _____ PLEASE REMOVE FROM THIS COMMODITY CODE. 2. _____ DELIVERY WILL BE MADE IN THIS NUMBER OF DAYS AFTER RECEIPT OF ORDER. 3. _____ % CASH DISCOUNT FOR PROMPT PAYMENT IF MADE WITHIN THIRTY (30) DAYS. CASH DISCOUNTS FOR LESS THAN 30 DAYS OR LESS THAN 1% WILL BE ACCEPTED, BUT WILL NOT BE CONSIDERED IN DETERMINING AWARDS. ON INDEFINITE QUANTITY TERM CONTRACTS, CASH DISCOUNTS WILL BE ACCEPTED AND TAKEN BUT WILL NOT BE CONSIDERED IN DETERMINING AWARDS. 4. _____ BID BOND ATTACHED, _____ CERTIFIED CHECK ATTACHED, _____ OTHER, IF REQUIRED. 5. _____ BID REFERENCE NUMBER. (THIS NUMBER WILL APPEAR ON RESULTING ORDER OR CONTRACT).			
INSTRUCTIONS TO BIDDERS			
1. READ THE ENTIRE BID, INCLUDING ALL TERMS AND CONDITIONS AND SPECIFICATIONS. 2. ALL BID PRICES MUST BE TYPED OR WRITTEN IN INK. ANY CORRECTIONS, ERASURES OR OTHER FORMS OF ALTERATION TO UNIT PRICES SHOULD BE INITIALED BY THE BIDDER. 3. THIS BID IS TO BE MANUALLY SIGNED IN INK. <span style="float: right;">FOLD HERE--&gt;</span> 4. BID PRICES SHALL INCLUDE DELIVERY OF ALL ITEMS F.O.B. DESTINATION OR AS OTHERWISE PROVIDED. BIDS CONTAINING "PAYMENT IN ADVANCE" OR "C.O.D." REQUIREMENTS MAY BE REJECTED. PAYMENT IS TO BE MADE WITHIN 30 DAYS AFTER RECEIPT OF PROPERLY EXECUTED INVOICE OR DELIVERY, WHICHEVER IS LATER. 5. AMOUNT OF BID BOND REQUIRED: _____ N/A _____ 6. AMOUNT OF PERFORMANCE BOND, IF REQUIRED. _____ OR _____ 0% _____ OF BID. 7. DESIRED DELIVERY: _____ SEE DETAILS ELSEWHERE IN DOCUMENT _____ 8. TO ASSURE CONSIDERATION OF YOUR BID, ALL BIDS AND ADDENDA SHOULD BE RETURNED IN AN ENVELOPE OR PACKAGE CLEARLY MARKED WITH THE BID OPENING DATE AND THE BID NUMBER, OR SUBMITTED IN THE SPECIAL ENVELOPE IF FURNISHED FOR THAT PURPOSE. 9. BIDS SUBMITTED ARE SUBJECT TO PROVISIONS OF THE LAWS OF THE STATE OF LOUISIANA INCLUDING BUT NOT LIMITED TO L.R.S. 39:1551-1736; PURCHASING RULES AND REGULATIONS; EXECUTIVE ORDERS; STANDARD TERMS AND CONDITIONS; SPECIAL CONDITIONS; AND SPECIFICATIONS LISTED IN THIS SOLICITATION. 10. IMPORTANT: BY SIGNING THE BID, THE BIDDER CERTIFIES COMPLIANCE WITH ALL INSTRUCTIONS TO BIDDERS, TERMS, CONDITIONS AND SPECIFICATIONS, AND FURTHER CERTIFIES THAT THIS BID IS MADE WITHOUT COLLUSION OR FRAUD. THIS BID IS TO BE MANUALLY SIGNED IN INK BY A PERSON AUTHORIZED TO BIND THE VENDOR (SEE NO.30). ALL BID INFORMATION SHALL BE MADE WITH INK OR TYPEWRITTEN.			
<b>VENDOR PHONE NUMBER:</b> <b>FAX NUMBER:</b>		<b>TITLE</b>  <b>DATE</b>	
<b>SIGNATURE OF AUTHORIZED BIDDER - SEE NO. 30, PAGE 3.</b> <b>(MUST BE SIGNED)</b>		<b>NAME OF BIDDER</b> <b>(TYPED OR PRINTED)</b>	

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11 ADDRESS ALL INQUIRIES AND CORRESPONDENCE TO THE BUYER AT THE PHONE AND ADDRESS SHOWN ABOVE.

12. CONFERENCE:

NA  
NA  
NA

13. BID FORMS.

ALL WRITTEN BIDS, UNLESS OTHERWISE PROVIDED FOR, MUST BE SUBMITTED ON, AND IN ACCORDANCE WITH, FORMS PROVIDED, PROPERLY SIGNED (SEE NO. 30). BIDS SUBMITTED IN THE FOLLOWING MANNER WILL NOT BE ACCEPTED:

- A. BID CONTAINS NO SIGNATURE INDICATING INTENT TO BE BOUND;
- B. BID FILLED OUT IN PENCIL; AND
- C. BID NOT SUBMITTED ON THE STATE'S STANDARD FORMS.

BIDS MUST BE RECEIVED AT THE ADDRESS SPECIFIED IN THE SOLICITATION PRIOR TO BID OPENING TIME IN ORDER TO BE CONSIDERED. TELEGRAPHIC AND FAX ALTERATIONS TO BIDS RECEIVED BEFORE BID OPENING TIME WILL BE CONSIDERED PROVIDED FORMAL BID AND WRITTEN ALTERATION HAVE BEEN RECEIVED AND TIME-STAMPED BEFORE BID OPENING TIME. ENTIRE BID SHOULD BE RETURNED, EXCEPT ITEM PAGES NOT BID.

14. STANDARDS OF QUALITY.

ANY PRODUCT OR SERVICE BID SHALL CONFORM TO ALL APPLICABLE FEDERAL AND STATE LAWS AND REGULATIONS AND THE SPECIFICATIONS CONTAINED IN THE SOLICITATION. UNLESS OTHERWISE SPECIFIED IN THE SOLICITATION, ANY MANUFACTURER'S NAME, TRADE NAME, BRAND NAME, OR CATALOG NUMBER USED IN THE SPECIFICATION IS FOR THE PURPOSE OF DESCRIBING THE STANDARD OF QUALITY, PERFORMANCE, AND CHARACTERISTICS DESIRED AND IS NOT INTENDED TO LIMIT OR RESTRICT COMPETITION. BIDDER MUST SPECIFY THE BRAND AND MODEL NUMBER OF THE PRODUCT OFFERED IN HIS BID. BIDS NOT SPECIFYING BRAND AND MODEL NUMBER SHALL BE CONSIDERED AS OFFERING THE EXACT PRODUCTS SPECIFIED IN THE SOLICITATION.

15. DESCRIPTIVE INFORMATION.

BIDDERS PROPOSING AN EQUIVALENT BRAND OR MODEL SHOULD SUBMIT WITH THE BID INFORMATION (SUCH AS ILLUSTRATIONS, DESCRIPTIVE LITERATURE, TECHNICAL DATA) SUFFICIENT FOR STATE OF LOUISIANA TO EVALUATE QUALITY, SUITABILITY, AND COMPLIANCE WITH THE SPECIFICATIONS IN THE SOLICITATION. FAILURE TO SUBMIT DESCRIPTIVE INFORMATION MAY CAUSE BID TO BE REJECTED. ANY CHANGE MADE TO A MANUFACTURER'S PUBLISHED SPECIFICATIONS SUBMITTED FOR A PRODUCT SHALL BE VERIFIABLE BY THE MANUFACTURER. IF ITEM(S) BID DO NOT FULLY COMPLY WITH SPECIFICATIONS (INCLUDING BRAND AND/OR PRODUCT NUMBER), BIDDER MUST STATE IN WHAT RESPECT ITEM(S) DEVIATE. FAILURE TO NOTE EXCEPTIONS ON THE BID FORM WILL NOT RELIEVE THE SUCCESSFUL BIDDER(S) FROM SUPPLYING THE ACTUAL PRODUCTS REQUESTED.

16. BID OPENING.

BIDDERS MAY ATTEND THE BID OPENING, BUT NO INFORMATION OR OPINIONS CONCERNING THE ULTIMATE CONTRACT AWARD WILL BE GIVEN AT THE BID OPENING OR DURING THE EVALUATION PROCESS. BIDS MAY BE EXAMINED WITHIN 72 HOURS AFTER BID OPENING. INFORMATION PERTAINING TO COMPLETED FILES MAY BE SECURED BY VISITING THE STATE OF LOUISIANA DURING NORMAL WORKING HOURS. WRITTEN BID TABULATIONS WILL NOT BE FURNISHED.

17. AWARDS.

THE STATE OF LOUISIANA RESERVES THE RIGHT TO AWARD ITEMS SEPARATELY, GROUPED OR ON AN ALL-OR-NONE BASIS AND TO REJECT ANY OR ALL BIDS AND WAIVE ANY INFORMALITIES.

18. PRICES.

UNLESS OTHERWISE SPECIFIED BY THE STATE OF LOUISIANA IN THE SOLICITATION, BID PRICES MUST BE COMPLETE, INCLUDING TRANSPORTATION PREPAID BY BIDDER TO DESTINATION AND FIRM FOR ACCEPTANCE FOR A MINIMUM OF 30 DAYS. IF ACCEPTED, PRICES MUST BE FIRM FOR THE CONTRACTUAL PERIOD. BIDS OTHER THAN F.O.B. DESTINATION MAY BE REJECTED. PRICES SHOULD BE QUOTED IN THE UNIT (EACH, BOX, CASE, ETC.) AS SPECIFIED IN THE SOLICITATION.

19. DELIVERIES.

BIDS MAY BE REJECTED IF THE DELIVERY TIME INDICATED IS LONGER THAN THAT SPECIFIED IN THE SOLICITATION.

20. TAXES.

VENDOR IS RESPONSIBLE FOR INCLUDING ALL APPLICABLE TAXES IN THE BID PRICE. STATE AGENCIES ARE EXEMPT FROM ALL STATE AND LOCAL SALES AND USE TAXES.

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<p>21. NEW PRODUCTS. UNLESS SPECIFICALLY CALLED FOR IN THE SOLICITATION, ALL PRODUCTS FOR PURCHASE MUST BE NEW, NEVER PREVIOUSLY USED, AND THE CURRENT MODEL AND/OR PACKAGING. NO REMANUFACTURED, DEMONSTRATOR, USED OR IRREGULAR PRODUCT WILL BE CONSIDERED FOR PURCHASE UNLESS OTHERWISE SPECIFIED IN THE SOLICITATION. THE MANUFACTURER'S STANDARD WARRANTY WILL APPLY UNLESS OTHERWISE SPECIFIED IN THE SOLICITATION.</p> <p>22. CONTRACT RENEWALS. UPON AGREEMENT OF THE STATE OF LOUISIANA AGENCY AND THE CONTRACTOR, A TERM CONTRACT MAY BE EXTENDED FOR 2 ADDITIONAL 12-MONTH PERIODS AT THE SAME PRICES, TERMS AND CONDITIONS. IN SUCH CASES, THE TOTAL CONTRACT TERM CANNOT EXCEED 36 MONTHS.</p> <p>23. CONTRACT CANCELLATION. THE STATE OF LOUISIANA HAS THE RIGHT TO CANCEL ANY CONTRACT, IN ACCORDANCE WITH PURCHASING RULES AND REGULATIONS, FOR CAUSE, INCLUDING BUT NOT LIMITED TO, THE FOLLOWING: (1) FAILURE TO DELIVER WITHIN THE TIME SPECIFIED IN THE CONTRACT; (2) FAILURE OF THE PRODUCT OR SERVICE TO MEET SPECIFICATIONS, CONFORM TO SAMPLE QUALITY OR TO BE DELIVERED IN GOOD CONDITION; (3) MISREPRESENTATION BY THE CONTRACTOR; (4) FRAUD, COLLUSION, CONSPIRACY OR OTHER UNLAWFUL MEANS OF OBTAINING ANY CONTRACT WITH THE STATE; (5) CONFLICT OF CONTRACT PROVISIONS WITH CONSTITUTIONAL OR STATUTORY PROVISIONS OF STATE OR FEDERAL LAW; (6) ANY OTHER BREACH OF CONTRACT.</p> <p>24. DEFAULT OF CONTRACTOR. FAILURE TO DELIVER WITHIN THE TIME SPECIFIED IN THE BID WILL CONSTITUTE A DEFAULT AND MAY CAUSE CANCELLATION OF THE CONTRACT. WHERE THE STATE HAS DETERMINED THE CONTRACTOR TO BE IN DEFAULT, THE STATE RESERVES THE RIGHT TO PURCHASE ANY OR ALL PRODUCTS OR SERVICES COVERED BY THE CONTRACT ON THE OPEN MARKET AND TO CHARGE THE CONTRACTOR WITH COST IN EXCESS OF THE CONTRACT PRICE. UNTIL SUCH ASSESSED CHARGES HAVE BEEN PAID, NO SUBSEQUENT BID FROM THE DEFAULTING CONTRACTOR WILL BE CONSIDERED.</p> <p>25. ORDER OF PRIORITY. IN THE EVENT THERE IS A CONFLICT BETWEEN THE INSTRUCTIONS TO BIDDERS OR STANDARD CONDITIONS AND THE SPECIAL CONDITIONS, THE SPECIAL CONDITIONS SHALL GOVERN.</p> <p>26. APPLICABLE LAW. ALL CONTRACTS SHALL BE CONSTRUED IN ACCORDANCE WITH AND GOVERNED BY THE LAWS OF THE STATE OF LOUISIANA.</p> <p>27. COMPLIANCE WITH CIVIL RIGHTS LAWS. BY SUBMITTING AND SIGNING THIS BID, BIDDER AGREES TO ABIDE BY THE REQUIREMENTS OF THE FOLLOWING AS APPLICABLE: TITLE VI AND VII OF THE CIVIL RIGHTS ACT OF 1964, AS AMENDED BY THE EQUAL OPPORTUNITY ACT OF 1972, FEDERAL EXECUTIVE ORDER 11246, FEDERAL REHABILITATION ACT OF 1973, AS AMENDED, THE VETERAN'S READJUSTMENT ASSISTANCE ACT OF 1974, TITLE IX OF THE EDUCATION AMENDMENTS OF 1972, THE AGE ACT OF 1975, AND BIDDER AGREES TO ABIDE BY THE REQUIREMENTS OF THE AMERICANS WITH DISABILITIES ACT OF 1990. BIDDER AGREES NOT TO DISCRIMINATE IN ITS EMPLOYMENT PRACTICES, AND WILL RENDER SERVICES UNDER ANY CONTRACT ENTERED INTO AS A RESULT OF THIS SOLICITATION WITHOUT REGARD TO RACE, COLOR, RELIGION, SEXUAL ORIENTATION, NATIONAL ORIGIN, VETERAN STATUS, POLITICAL AFFILIATION, OR DISABILITIES. ANY ACT OF DISCRIMINATION COMMITTED BY BIDDER, OR FAILURE TO COMPLY WITH THESE STATUTORY OBLIGATIONS WHEN APPLICABLE, SHALL BE GROUNDS FOR TERMINATION OF ANY CONTRACT ENTERED INTO AS A RESULT OF THIS SOLICITATION.</p> <p>28. SPECIAL ACCOMMODATION. ANY "QUALIFIED INDIVIDUAL WITH A DISABILITY" AS DEFINED BY THE AMERICANS WITH DISABILITIES ACT WHO HAS SUBMITTED A BID AND DESIRES TO ATTEND THE BID OPENING, MUST NOTIFY THIS OFFICE IN WRITING NOT LATER THAN SEVEN DAYS PRIOR TO THE BID OPENING DATE OF THEIR NEED FOR SPECIAL ACCOMMODATIONS. IF THE REQUEST CANNOT BE REASONABLY PROVIDED, THE INDIVIDUAL WILL BE INFORMED PRIOR TO THE BID OPENING.</p> <p>29. INDEMNITY. CONTRACTOR AGREES, UPON RECEIPT OF WRITTEN NOTICE OF A CLAIM OR ACTION, TO DEFEND THE CLAIM OR ACTION, OR TAKE OTHER APPROPRIATE MEASURE, TO INDEMNIFY, AND HOLD HARMLESS, THE STATE, ITS OFFICERS, ITS AGENTS AND ITS EMPLOYEES FROM AND AGAINST ALL CLAIMS AND ACTIONS FOR BODILY INJURY, DEATH OR PROPERTY DAMAGES CAUSED BY THE FAULT OF THE CONTRACTOR, ITS OFFICERS, ITS AGENTS, OR ITS EMPLOYEES. CONTRACTOR IS OBLIGATED TO INDEMNIFY ONLY TO THE EXTENT OF THE FAULT OF THE CONTRACTOR, ITS OFFICERS, ITS AGENTS, OR ITS EMPLOYEES. HOWEVER, THE CONTRACTOR SHALL HAVE NO OBLIGATION AS SET FORTH ABOVE WITH RESPECT TO ANY CLAIM OR ACTION FROM BODILY INJURY, DEATH OR PROPERTY DAMAGES ARISING OUT OF THE FAULT OF THE STATE, ITS OFFICERS, ITS AGENTS OR ITS EMPLOYEES.</p> <p>30. SIGNATURE AUTHORITY. IN ACCORDANCE WITH L.R.S. 39:1594 (ACT 121), THE PERSON SIGNING THE BID MUST BE:</p> <ol style="list-style-type: none"> <li>1. A CURRENT CORPORATE OFFICER, PARTNERSHIP MEMBER OR OTHER INDIVIDUAL SPECIFICALLY AUTHORIZED TO SUBMIT A BID AS REFLECTED IN THE APPROPRIATE RECORDS ON FILE WITH THE SECRETARY OF STATE; OR</li> <li>2. AN INDIVIDUAL AUTHORIZED TO BIND THE VENDOR AS REFLECTED BY A CORPORATE RESOLUTION, CERTIFICATE OR AFFIDAVIT; OR</li> <li>3. OTHER DOCUMENTS INDICATING AUTHORITY WHICH ARE ACCEPTABLE TO THE PUBLIC ENTITY.</li> </ol>			

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1 BID DELIVERY INSTRUCTIONS FOR STATE PURCHASING:

BIDDERS ARE HEREBY ADVISED THAT THE U.S. POSTAL SERVICE DOES NOT MAKE DELIVERIES TO OUR PHYSICAL LOCATION.

BIDS MAY BE MAILED THROUGH THE U.S. POSTAL SERVICE TO OUR BOX AT:  
OFFICE OF STATE PURCHASING  
P O BOX 94095  
BATON ROUGE LA 70804-9095

BIDS MAY BE DELIVERED BY HAND OR COURIER SERVICE TO OUR PHYSICAL LOCATION AS FOLLOWS:

OFFICE OF STATE PURCHASING  
CLAIBORNE BUILDING, SUITE 2-160  
1201 NORTH THIRD STREET  
BATON ROUGE, LA 70802

BIDDER IS SOLELY RESPONSIBLE FOR ENSURING THAT ITS COURIER SERVICE PROVIDER MAKES INSIDE DELIVERIES TO OUR PHYSICAL LOCATION. THE OFFICE OF STATE PURCHASING IS NOT RESPONSIBLE FOR ANY DELAYS CAUSED BY THE BIDDER'S CHOSEN MEANS OF BID DELIVERY.

BIDDER IS SOLELY RESPONSIBLE FOR THE TIMELY DELIVERY OF ITS BID. FAILURE TO MEET THE BID OPENING DATE & TIME SHALL RESULT IN REJECTION OF THE BID.

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PUBLICIZING AWARDS. IN ACCORDANCE WITH L.A.C.34:I.535, UNSUCCESSFUL BIDDERS WILL BE NOTIFIED OF THE AWARD PROVIDED THAT THEY SUBMIT WITH THEIR BID A SELF-ADDRESSED STAMPED ENVELOPE REQUESTING THIS INFORMATION.  
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\*\*ATTENTION:\*\*

RECEIPT OF A SOLICITATION OR AWARD CANNOT BE RELIED UPON AS AN ASSURANCE OF RECEIVING FUTURE SOLICITATIONS. IN ORDER TO RECEIVE FUTURE SOLICITATIONS/AWARDS FROM THIS OFFICE, YOU MUST ENROLL IN THE PROPER CATEGORY ON LAPAC OR ON STATE PURCHASING'S AGPS BIDDERS LIST. ENROLLMENT IN LAPAC IS FREE AND PROVIDES EMAIL NOTIFICATION OF BID OPPORTUNITIES BASED UPON COMMODITIES THAT YOU SELECT.

2 BASIS OF AWARD: IT IS THE STATE'S INTENT TO AWARD TO THE RESPONSIVE, RESPONSIBLE BIDDER OFFERING THE BEST OVERALL DISCOUNT FROM PUBLISHER'S LIST PRICES BASED ON THE ESTIMATED VOLUME AND USAGE IN THE CATEGORIES LISTED.

HOWEVER, THE STATE RESERVES THE RIGHT TO AWARD TO THE TWO LOWEST OVERALL BIDDERS MEETING THE REQUIREMENTS OF THE SOLICITATION. IF AWARDED TO MULTIPLE VENDORS, AGENCIES WILL BE ADVISED, WHEN ORDERING, TO FIRST CONSIDER THE VENDOR OFFERING THE LOWEST PRICE. IN THE EVENT THAT DELIVERY, AVAILABILITY, OR OTHER CONSIDERATIONS CANNOT MEET THE PROGRAM REQUIREMENTS, THE CONTRACT VENDOR OFFERING THE NEXT BEST PRICE MAY BE



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USED FOR THE PRODUCT/SERVICE REQUIRED.

THE RIGHT IS RESERVED TO REJECT INDIVIDUAL ITEMS.

VENDOR INFORMATION AND CERTIFICATION: THE FOLLOWING INFORMATION IS REQUIRED PRIOR TO AN AWARD DETERMINATION AND SHOULD BE SUBMITTED WITH THE BID.

FAILURE TO PROVIDE THIS INFORMATION WITHIN FIVE (5) WORKING DAYS OF THE REQUEST BY THE STATE PURCHASING OFFICE MAY DISQUALIFY THE BID.

1. SUBMIT A DESCRIPTION OF THE COMPANY INCLUDING SIZE, PURPOSE, YEARS IN BUSINESS AND THE TYPE OF CLIENTS SERVED.
2. SUBMIT A COMPLETE LIST OF ALL CLIENTS FOR WHOM THE FURNISHING OF BOOKS FOR PUBLIC LIBRARIES WAS PERFORMED IN THE PAST YEAR. VENDOR MUST INCLUDE TELEPHONE NUMBERS, ADDRESSES AND CONTACT PERSONS FOR ALL CLIENTS. VENDOR MUST ALSO IDENTIFY ALL CONTRACTS OR OTHER AGREEMENTS FOR WHICH THEY ARE CURRENTLY DELINQUENT. ADDITIONALLY, VENDOR SHALL LIST ALL CLIENTS THAT HAVE TERMINATED A SERVICE OR CONTRACT WITHIN THE PAST THREE (3) YEARS OR ATTEST BY SIGNATURE BELOW, THAT NO SUCH CLIENTS EXIST.

SIGNATURE

- 3 INVOICE: SEPARATE ACCOUNTS AND ACCOUNT NUMBERS FOR APPROXIMATELY 90 DIFFERENT LIBRARIES MUST BE MAINTAINED. INVOICES IN DUPLICATE SHOULD BE MAILED FIRST CLASS SEPARATELY FROM BOOKS AND ADDRESSED TO THE INDIVIDUAL ORDERING LIBRARY. A THIRD INVOICE COPY SHOULD ACCOMPANY EACH SHIPMENT OF BOOKS AS A PACKING CHECK. ALL ITEMS SHOULD BE ALPHABETICALLY ARRANGED BY BOOK TITLE AND SHOULD ALSO INCLUDE THE FOLLOWING: AUTHOR, NUMBER OF COPIES, LIST PRICE, DISCOUNT RATE, EXTENDED PRICE, AND ORDER OR P.O. NUMBER, IF APPLICABLE.

PAYMENT: ANY STATE AGENCY IS DIRECTED TO PAY THE CONTRACTOR UPON PRESENTATION OF PROPERLY EXECUTED INVOICE AFTER GOODS HAVE BEEN RECEIVED, INSPECTED AND ACCEPTED. INVOICES WILL BE PAID WITHIN THIRTY (30) DAYS OF RECEIPT OF COMPLETE AND SATISFACTORY DELIVERY, OR RECEIPT OF PROPERLY EXECUTED INVOICE, WHICHEVER IS LATER. IN CASE OF PARTIAL SHIPMENTS, THE STATE AGENCY SHALL NOT REFUSE TO MAKE PAYMENT ON ITEMS DELIVERED. THIS PAYMENT IN NO WAY RELIEVES THE CONTRACTOR OF HIS RESPONSIBILITY TO EFFECT SHIPMENT OF THE BALANCE OF THE ORDER.

GUARANTEE AND LIABILITY CLAUSE: THE CONTRACTOR ACCEPTS THE FOLLOWING GUARANTEES:

- A) GUARANTEE THAT THE MATERIALS DELIVERED ARE FREE FROM DEFECTS IN DESIGN AND CONSTRUCTION.
- B) GUARANTEE THAT THE MATERIALS ARE THE MANUFACTURER'S STANDARD DESIGN IN CONSTRUCTION AND THAT NO CHANGES OR SUBSTITUTIONS HAVE BEEN MADE IN THE ITEMS LISTED IN THIS CONTRACT.

THE CONTRACTOR HOLDS AND SAVES THE STATE, ITS OFFICERS, AGENTS AND EMPLOYEES HARMLESS FROM LIABILITY OF ANY KIND, INCLUDING COSTS AND EXPENSES ON ACCOUNT OF ANY PATENTED OR UNPATENTED INVENTION, ARTICLES,

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DEVICES OR APPLIANCES MANUFACTURED OR USED IN THE PERFORMANCE OF THIS CONTRACT, INCLUDING USE BY THE GOVERNMENT.

GOVERNMENTAL RESTRICTIONS: IN THE EVENT ANY GOVERNMENTAL RESTRICTIONS MAY BE IMPOSED WHICH WOULD NECESSITATE ALTERATION OF THE MATERIAL, QUALITY, WORKMANSHIP OR PERFORMANCE OF THE ITEMS OFFERED ON THIS PROPOSAL PRIOR TO THEIR DELIVERY, IT SHALL BE THE RESPONSIBILITY OF THE SUCCESSFUL BIDDER TO NOTIFY STATE PURCHASING AT ONCE, INDICATING IN HIS LETTER THE SPECIFIC REGULATION WHICH REQUIRED SUCH ALTERATIONS. THE STATE RESERVES THE RIGHT TO ACCEPT ANY SUCH ALTERATIONS, INCLUDING ANY PRICE ADJUSTMENTS OCCASIONED THEREBY, OR TO CANCEL THE CONTRACT.

- 4 TERMS AND CONDITIONS. THIS SOLICITATION CONTAINS ALL TERMS AND CONDITIONS WITH RESPECT TO THE COMMODITIES HEREIN. ANY VENDOR CONTRACTS, FORMS, TERMS OR OTHER MATERIALS SUBMITTED WITH BID MAY CAUSE BID TO BE REJECTED.
- 5 VENDOR'S FORMS. THE PURCHASE/RELEASE ORDER IS THE ONLY BINDING DOCUMENT TO BE ISSUED AGAINST THIS CONTRACT. SIGNING OF VENDOR'S FORMS IS NOT ALLOWED.
- 6 PRICE REDUCTIONS. WHENEVER THERE IS A REDUCTION IN PRICE, WHICH IS LOWER THAN THE CONTRACT PRICE, OFFERED TO SIMILARLY SITUATED CUSTOMERS CONTRACTING FOR THE SAME PERIOD AND UNDER THE SAME TERMS AND CONDITIONS, SAID REDUCTION MUST BE PRESENTED DIRECTLY TO THE DIRECTOR OF STATE PURCHASING. NO PRICE REDUCTION ON A STATEWIDE CONTRACT MAY BE OFFERED TO AN AGENCY UNLESS THAT REDUCTION IS OFFERED TO ALL AGENCIES.
- 7 DELIVERIES. CONTRACTORS WILL MAINTAIN AN ADEQUATE SUPPLY OF ALL ITEMS IN ORDER TO MEET SPECIFIED DELIVERY.
- 8 VENDOR LIST. THE BIDDER WHO SIGNS THE BID WILL BE DESIGNATED AS PRIME CONTRACTOR ON ANY CONTRACT RESULTING FROM THIS SOLICITATION. IF ADDITIONAL DISTRIBUTOR VENDORS ARE AUTHORIZED TO RECEIVE ORDERS FOR ITEMS CONTAINED IN SAID CONTRACT, THE BIDDER MUST SUBMIT WITH THE BID, A LIST OF THOSE ADDITIONAL AUTHORIZED DISTRIBUTORS INCLUDING THE COMPLETE BUSINESS ADDRESS. THE PRIME CONTRACTOR WILL BE RESPONSIBLE FOR THE ACTIONS OF ANY DISTRIBUTOR VENDORS LISTED.
- 9 COMPLIANCE WITH CIVIL RIGHTS LAWS. BY SUBMITTING AND SIGNING THIS SOLICITATION, THE BIDDER AGREES TO ABIDE BY THE REQUIREMENTS OF THE FOLLOWING AS APPLICABLE: TITLE VI AND TITLE VII OF THE CIVIL RIGHTS ACT OF 1964, AS AMENDED BY THE EQUAL OPPORTUNITY ACT OF 1972, FEDERAL EXECUTIVE ORDER 11246, THE FEDERAL REHABILITATION ACT OF 1973, AS AMENDED, THE VIETNAM ERA VETERAN'S READJUSTMENT ASSISTANCE ACT OF 1974, TITLE IX OF THE EDUCATION AMENDMENTS OF 1972, THE AGE ACT OF 1975, AND BIDDER AGREES TO ABIDE BY THE REQUIREMENTS OF THE AMERICANS WITH DISABILITIES ACT OF 1990. BIDDER AGREES NOT TO DISCRIMINATE IN

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ITS EMPLOYMENT PRACTICES, AND WILL RENDER SERVICES UNDER ANY CONTRACT ENTERED INTO AS A RESULT OF THIS SOLICITATION, WITHOUT REGARD TO RACE, COLOR, RELIGION, SEX, SEXUAL ORIENTATION, NATIONAL ORIGIN, VETERAN STATUS, POLITICAL AFFILIATION, OR DISABILITIES. ANY ACT OF DISCRIMINATION COMMITTED BY BIDDER, OR FAILURE TO COMPLY WITH THESE STATUTORY OBLIGATIONS WHEN APPLICABLE, SHALL BE GROUNDS FOR TERMINATION OF ANY CONTRACT ENTERED INTO AS A RESULT OF THIS SOLICITATION.

10 PREFERENCE. IN ACCORDANCE WITH LOUISIANA REVISED STATUTES 39:1595, A PREFERENCE MAY BE ALLOWED FOR PRODUCTS MANUFACTURED, PRODUCED, GROWN, OR ASSEMBLED IN LOUISIANA OF EQUAL QUALITY.

DO YOU CLAIM THIS PREFERENCE? YES \_\_\_\_\_

SPECIFY LINE NUMBER(S) : \_\_\_\_\_

\_\_\_\_\_

SPECIFY LOCATION WITHIN LOUISIANA WHERE THIS PRODUCT IS MANUFACTURED, PRODUCED, GROWN OR ASSEMBLED: \_\_\_\_\_

\_\_\_\_\_

(NOTE: IF MORE SPACE IS REQUIRED, INCLUDE ON SEPARATE SHEET.)

DO YOU HAVE A LOUISIANA BUSINESS WORKFORCE? YES \_\_\_\_\_ NO \_\_\_\_\_

IF SO, DO YOU CERTIFY THAT AT LEAST FIFTY PERCENT (50%) OF YOUR LOUISIANA BUSINESS WORKFORCE IS COMPRISED OF LOUISIANA RESIDENTS?

YES \_\_\_\_\_ NO \_\_\_\_\_

FAILURE TO SPECIFY ABOVE INFORMATION MAY CAUSE ELIMINATION FROM PREFERENCES. PREFERENCES SHALL NOT APPLY TO SERVICE CONTRACTS.

11 ACCEPTANCE. UNLESS OTHERWISE SPECIFIED, BIDS ON THIS CONTRACT WILL BE ASSUMED TO BE FIRM FOR ACCEPTANCE FOR A MINIMUM OF 60 DAYS. IF ACCEPTED, PRICES MUST BE FIRM FOR THE SPECIFIED CONTRACT PERIOD.

12 CONTRACT REVISIONS. REQUESTS FOR REVISIONS TO THIS CONTRACT MUST BE ADDRESSED TO THE DIRECTOR OF STATE PURCHASING AND SHALL REFER THE CONTRACT ITEM NUMBER WITH JUSTIFICATION OF THE REQUEST. DISTRIBUTOR VENDOR CHANGES, PRICE REDUCTIONS AND JUSTIFIABLE ITEM DELETIONS MAY BE CONSIDERED DURING THE CONTRACT PERIOD. NEW ITEM ADDITIONS WILL BE CONSIDERED ONLY ON THE ANNIVERSARY DATE OF THE CONTRACT. EXCEPTIONS TO THIS WILL BE ALLOWED ONLY WHEN STATE PURCHASING HAS DETERMINED ADDITIONS WILL BE OF SUBSTANTIAL BENEFIT TO THE STATE AND WILL JUSTIFY THE TIME, EFFORT AND COST REQUIRED TO MAKE SUCH ADDITIONS.

CONTRACTOR MUST IMMEDIATELY NOTIFY THE OFFICE OF STATE PURCHASING WHEN ANY DEALER ON THIS CONTRACT IS TERMINATED, RELOCATED OR ADDED. ALL ORDERS PLACED WITH DEALERS PRIOR TO RECEIPT OF SUCH NOTIFICATION BY THE OFFICE OF STATE PURCHASING MUST BE HONORED. REVISIONS WILL BECOME EFFECTIVE ONLY UPON APPROVAL BY THE DIRECTOR OF STATE PURCHASING OR



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DESIGNEE. BIDDER SHOULD INCLUDE WITH BID A LIST OF ALL PERSONS, IN ADDITION TO THE SIGNER OF THIS BID, WHO ARE AUTHORIZED TO REQUEST REVISIONS TO THIS CONTRACT.

13 CONTRACTUAL PERIOD. THE STATE OF LOUISIANA INTENDS TO AWARD ALL ITEMS FOR AN INITIAL PERIOD, NOT TO EXCEED 12 MONTHS. DELAYS IN AWARDED, BEYOND THE ANTICIPATED STARTING DATE, MAY RESULT IN A CHANGE IN THE CONTRACT PERIOD. IF THE SITUATION OCCURS, AN AWARD MAY BE MADE FOR LESS THAN 12 MONTHS.

14 QUANTITIES. THIS IS AN OPEN-ENDED REQUIREMENTS CONTRACT. QUANTITIES SHOWN ARE BASED ON THE PREVIOUS CONTRACT USAGE OR ESTIMATES. WHERE USAGE IS NOT AVAILABLE, A QUANTITY OF 1 INDICATES A LACK OF HISTORY ON THIS ITEM. THE SUCCESSFUL BIDDER MUST SUPPLY AT BID PRICES ACTUAL REQUIREMENTS AS ORDERED WHETHER THE TOTAL OF SUCH REQUIREMENTS ARE MORE OR LESS THAN THE QUANTITIES SHOWN.

15 ORDERS. ALL STATE AGENCIES ARE TO ISSUE CONTRACT RELEASE ORDERS FOR THE ITEMS REQUIRED, AS AND WHEN NEEDED. POLITICAL SUBDIVISIONS OF THE STATE AND QUASI AGENCIES WHO HAVE BEEN AUTHORIZED TO PURCHASE FROM CONTRACTS MADE BY THE OFFICE OF STATE PURCHASING, ARE TO ISSUE THEIR REGULAR PURCHASE ORDERS DIRECTLY TO THE SUPPLIER, MAKING REFERENCE TO THE CONTRACT AND ITEM NUMBER.

16 CANCELLATION  
THE STATE OF LOUISIANA RESERVES THE RIGHT TO CANCEL THIS CONTRACT WITH THIRTY (30) DAYS WRITTEN NOTICE.

17 CONTRACT PERFORMANCE EVALUATION  
IN AN EFFORT TO IMPROVE OUR CONTRACTS TO MEET THE NEEDS OF THE AGENCIES WE SERVE, THE CONTRACTOR'S PERFORMANCE WILL BE MONITORED. AGENCIES' FEEDBACK WILL BE REQUESTED REGARDING CUSTOMER SERVICE, DELIVERY, PRODUCT QUALITY, BILLING, OVERALL EFFECTIVENESS OF THE CONTRACT, AND ANY NEEDED CHANGES. THEIR RESPONSES WILL BE CONSIDERED IN DETERMINING OUR OPTIONS FOR RENEWALS OR REVISIONS AND REBIDDING. TO VIEW THE CONTENT OF THE CONTRACT PERFORMANCE EVALUATION FORM, GO TO [WWW.STATE.LA.US/OSP/ONLINEFORMS/FORMLISTING.HTM](http://WWW.STATE.LA.US/OSP/ONLINEFORMS/FORMLISTING.HTM) OR CALL FOR A COPY.

AGENCY REPORTS OF DEFICIENT PERFORMANCE WILL BE APPROPRIATELY ADDRESSED DURING THE CONTRACT PERIOD.

18 CONTRACT SPECIFICATIONS:

THIS IS TO ESTABLISH A CONTRACT FOR THE PURCHASE OF BOOKS FOR THE STATE LIBRARY OF LOUISIANA (SLL) AND APPROXIMATELY 90 MEMBER LIBRARIES OF THE SLL SPECIALIZED CATALOGING ASSISTANCE CENTER (SEE ATTACHED LIST).

1. TYPE AND AMOUNT OF PURCHASES:

THE TYPES OF BOOKS TO BE COVERED BY THIS CONTRACT INCLUDE ALL DOMESTIC IN-PRINT MONOGRAPHIC PUBLICATIONS NORMALLY AVAILABLE THROUGH COMMERCIAL OR TRADE CHANNELS. ALL PUBLISHERS LISTED IN



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THE PUBLISHER'S TRADE LIST ANNUAL (PTLA) SHOULD BE HANDLED BY THE BIDDING CONTRACTOR, WHO MUST BE OF SUFFICIENT SIZE AND EXPERIENCE TO BE ABLE TO HANDLE THIS TYPE OF CONTRACT WITHIN THE SERVICE PARAMETERS SPECIFIED BELOW. AN INVENTORY OF AT LEAST 200,000 TITLES REPRESENTING CURRENT BOOKS SUITABLE TO PUBLIC LIBRARIES SHOULD BE MAINTAINED. THE AMOUNT OF PURCHASING IS ANTICIPATED TO BE AT THE LEVEL OF APPROXIMATELY \$2,400,000.00 PER ANNUM. NO PROVISION OF THIS CONTRACT MAY BE CONSTRUED TO PREVENT SLL OR MEMBER LIBRARIES FROM PURCHASING BOOKS THROUGH OTHER MEANS SHOWN TO BE MORE COST BENEFICIAL OR TO BE NECESSARY DUE TO CHANGES IN PREVAILING CONDITIONS.

VENDORS ARE REQUESTED TO PROVIDE THE FOLLOWING INFORMATION, DETAILING THEIR ABILITY TO MEET THESE CONDITIONS. BIDDER SHOULD ATTACH A SEPARATE SHEET WITH THIS INFORMATION.

- NUMBER OF VOLUMES AND NUMBER OF TITLES IN WAREHOUSE
- PERCENTAGE OF VOLUMES AND TITLES IN EACH BID CATEGORY
- WAREHOUSE/SHIPPING LOCATIONS
- AMOUNT OF SALES TO PUBLIC LIBRARIES IN THE YEAR 2005
- PERCENTAGE OF TOTAL PUBLIC LIBRARY SALES BILLED AT EACH DISCOUNT RATE IN 2005
- SELECTION TOOLS AVAILABLE TO LIBRARIES

PRIOR TO AWARD VENDOR MAY BE REQUIRED TO PROVIDE PROOF THAT ITS CURRENT INVENTORY (AT TIME OF BID OPENING) MEETS THE SPECIFICATIONS ABOVE.

2. SERVICE PARAMETERS:

- A) ORDERING: ALL ORDERING FOR THE STATE LIBRARY UNDER THIS CONTRACT WILL BE INITIATED BY THE SLL SPECIALIZED CATALOGING ASSISTANCE CENTER BY MEANS OF PAPER, ELECTRONIC ORDER, PHONE, OR FAX. MEMBER LIBRARIES WILL ORDER MATERIALS IN SIMILAR FASHION.
- B) ELECTRONIC/INTERNET ORDERING: THE VENDOR MUST BE ABLE TO SUPPORT THE ELECTRONIC ORDERING OF BOOKS AND OTHER LIBRARY MATERIALS, AND MAKE AVAILABLE TO THE STATE LIBRARY AND MEMBER LIBRARIES, FREE OF CHARGE, AN INTERNET-BASED ORDERING MECHANISM. THIS SOFTWARE/MECHANISM SHOULD BE CAPABLE OF DELIVERING ORDER CONFIRMATION AND SHOULD SUPPORT ELECTRONIC DATA INTERCHANGE PROTOCOLS, SUCH AS BISAC AND X12. ELECTRONIC TRANSACTIONS BETWEEN VENDOR AND CUSTOMERS SHOULD TAKE PLACE OVER A SECURE, PRIVATE NETWORK.
- C) DELIVERY AND FULFILLMENT EXPECTATIONS: AT LEAST 75% OF THE TITLES ON AN ORDER (EXCEPT FOR PREPUBLICATION ORDERS) SHOULD BE SUPPLIED BY THE CONTRACTOR WITHIN 30 DAYS AFTER RECEIPT OF THE ORDER. CONSISTENT FAILURE TO MAINTAIN THIS MINIMUM TIME CONSIDERATION MAY BE CONSIDERED GROUNDS FOR AWARDED OF THE CONTRACT TO ANOTHER BIDDER. THE CONSISTENT INABILITY OF THE CONTRACTOR TO SUPPLY ORDERED MATERIALS THAT ARE NOT OUT OF PRINT WILL ALSO BE GROUNDS FOR CANCELLATION.
- D) RUSH ORDERING: UP TO 5% OF THE TOTAL OF THE CONTRACT MAY REQUIRE "RUSH" OR EXPEDITED SEPARATE HANDLING BY THE CONTRACTOR

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AT NO ADDITIONAL CHARGE.

E) CREDIT MEMORANDA AND REPLACEMENTS: THE CONTRACTOR WILL PROVIDE SLL AND MEMBER LIBRARIES APPROPRIATE FORMS FOR THE PREPARATION OF CREDIT MEMORANDA TO BE USED IN THE EVENT OF INCORRECT OR INCOMPLETE SHIPMENTS OR SIMILAR PROBLEMS. REPLACEMENT AT NO CHARGE FOR BOOKS DISCOVERED TO BE DEFECTIVE WILL BE MADE BY THE CONTRACTOR FOR UP TO ONE YEAR AFTER RECEIPT OF BOOK AT SLL OR MEMBER LIBRARIES, REGARDLESS OF WHETHER THE BOOK HAS BEEN PROCESSED.

F) NONAVAILABILITY REPORTING: BOOKS WHICH CANNOT BE SUPPLIED WITHIN 60 DAYS WILL BE INDICATED WITH A STATUS REPORT, ELECTRONIC OR PAPER. THIS REPORT SHOULD LIST THE TITLE, AUTHOR, NUMBER OF COPIES ORDERED, PUBLISHER, THE REASON FOR CURRENT UNAVAILABILITY AND THE ORDER ACCOUNT NAME(S) AND NUMBER(S). ALL ORDERS DISCOVERED TO BE OUT OF PRINT OR INDEFINITELY OUT OF STOCK AT THE PUBLISHING SOURCE SHOULD BE CANCELLED.

G) COMMUNICATION: THE CONTRACTOR SHOULD HAVE IN OPERATION AN E-MAIL ADDRESS AND TOLL-FREE NUMBER OR ACCEPT COLLECT CALLS FROM FROM SLL AND MEMBER LIBRARIES IN ORDER TO FACILITATE AND EXPEDITE ORDERS IN PROCESS AND OTHER ROUTINE BUSINESS. THE CONTRACTOR SHOULD HAVE THE CAPABILITY TO SERVICE EXTRAORDINARY REQUESTS OR ORDERS BY TELEPHONE OR FAX. THESE WILL BE KEPT TO A MINIMUM.

3. OBLIGATIONS OF SLL:

A) PAYMENT: INVOICES PROPERLY APPROVED TO VERIFY RECEIPT OF ALL ITEMS WILL BE PAID PROMPTLY BY THE STATE OF LOUISIANA WHEN THEY REPRESENT MATERIAL ORDERED FOR THE STATE LIBRARY. REFER TO THE PROVISIONS ENTITLED "PAYMENT" IN THE TERMS AND CONDITIONS SECTION, FOR STATE AGENCIES' PAYMENT GUIDELINES.

B) MEDIATION: SLL WILL ATTEMPT TO SOLVE PROBLEMS WHICH MAY ARISE BETWEEN LOCAL LIBRARIES AND THE CONTRACTOR IF SUCH MATTERS HAVE ORIGINATED THROUGH THE OPERATION OF THIS CONTRACT.

19 THE FOLLOWING TABLE LISTS THE VARIOUS DISCOUNT CATEGORIES OF BOOKS PURCHASED THROUGH SLL AND MEMBER LIBRARIES, AND PROJECTS AN ESTIMATED PERCENTAGE OF THE WHOLE REPRESENTED BY ORDERS IN EACH CATEGORY. THE FOLLOWING DEFINITIONS ARE USED IN THE BIDDER'S DISCOUNT SCHEDULE TO DENOTE THE TWELVE CATEGORIES OF LIBRARY MATERIALS ON WHICH BIDS ARE SOUGHT:

CATEGORY I - ADULT TRADE HARDCOVER, EDITIONS (MAY INCLUDE SOME SPOKEN WORD AUDIO MATERIALS) HIGH DEMAND, MATERIALS FROM WIDELY DISTRIBUTED PUBLISHERS.

CATEGORY II - JUVENILE TRADE HARDCOVER EDITIONS HIGH DEMAND, JUVENILE MATERIALS FROM WIDELY DISTRIBUTED PUBLISHERS.

CATEGORY III - ADULT QUALITY PAPERBACK EDITIONS, HIGH DEMAND PAPERBACK MATERIALS FROM WIDELY DISTRIBUTED PUBLISHERS, OTHER

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THAN STANDARD RACK SIZE PAPERBACKS.

- CATEGORY IV - JUVENILE QUALITY PAPERBACK EDITIONS, HIGH DEMAND PAPERBACK MATERIALS FROM WIDELY DISTRIBUTED PUBLISHERS, OTHER THAN STANDARD RACK SIZE PAPERBACKS.
- CATEGORY V - MASS MARKET PAPERBACK EDITIONS, STANDARD RACK SIZE PAPERBACK TYPICALLY FOUND AT RETAIL OUTLETS.
- CATEGORY VI - SINGLE EDITION REINFORCED, HIGH QUALITY BINDING DESIGNED TO PROVIDE A LONG SHELF LIFE IN A HEAVY USE ENVIRONMENT BINDING IS FANNED AND GLUED. SUBJECT CONTENT TO INCLUDE BOTH FICTIONAL AND NON-FICTIONAL FOR JUVENILES & ADULTS
- CATEGORY VII - PUBLISHER LIBRARY EDITIONS, FICTIONAL AND NON-FICTIONAL FOR JUVENILES & ADULTS. BINDING TO BE FANNED, SEWN AND GLUED.
- CATEGORY VIII - UNIVERSITY PRESS TRADE EDITIONS (MAY INCLUDE SOME SPOKEN WORD AUDIO MATERIALS) INCLUDES UNIVERSITY PRESS TRADE EDITIONS FOR BOTH ADULT AND JUVENILES.
- CATEGORY IX - TEXT, TECHNICAL, REFERENCE, SMALL PRESS AND TITLES OF LIMITED DEMAND, INCLUDES BUT IS NOT LIMITED TO TEXT, TECHNICAL, REFERENCE, PROFESSIONAL MEDICAL, SMALL PRESS AND SOME UNIVERSITY PRESS TITLES (EXCLUDING UNIVERSITY PRESS TRADE EDITIONS) MATERIALS ARE BOTH ADULT AND JUVENILE AND MAY BE OF ANY TYPE OF BINDING.
- CATEGORY X - IMPORTED ENGLISH AND NON-ENGLISH LANGUAGE EDITIONS TITLES PRODUCED AND DISTRIBUTED OUTSIDE OF THE DOMESTIC US. THESE TITLES MAY BE OF ANY BINDING.
- CATEGORY XI - ENHANCED SERVICE PROGRAM TITLES, INCLUDES MATERIALS SOLD TO WHOLESALERS AT NO DISCOUNT.
- CATEGORY XII - SPOKEN WORD AUDIO, PRIMARILY ABRIDGED MATERIALS IN FICTION OR NON-FICTION WITH A BROAD SUBJECT MATTER.

20 CONTRACT USAGE REPORT:

THE SUCCESSFUL VENDOR SHOULD KEEP A COPY OF ALL ORDERS ISSUED AGAINST THIS CONTRACT DURING THE CONTRACT PERIOD. APPROXIMATELY FOUR (4) MONTHS PRIOR TO THE END OF THE CONTRACT PERIOD, VENDOR IS TO BE PREPARED TO SUBMIT TO THE OFFICE OF STATE PURCHASING A CONTRACT USAGE REPORT WITH COPIES OF ALL ORDERS.

THE USAGE REPORT IS TO INCLUDE THE VENDOR'S NAME, PHONE AND FAX NUMBERS, THE PERSON'S NAME WHO COMPILED THE REPORT, A SUMMARY BY CATEGORY AND SUB-CATEGORY WITH QUANTITY PURCHASED AND TOTAL VALUE OF EACH CATEGORY AND SUB-CATEGORY. ADDITIONALLY THE REPORT IS TO SUMMARIZE THE TOTAL DOLLAR VOLUME OF THE ENTIRE CONTRACT. VENDOR MAY SUBMIT COMPUTER GENERATED REPORTS AND CAN ITEMIZE BY ORDER NUMBER, BY CATEGORY & SUB-CATEGORY, BUT THE CATEGORY & SUB-CATEGORY TOTALS, CONTRACT TOTALS, AND COPIES OF ORDERS ARE REQUIRED.



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21 BELOW IS THE PRICE SCHEDULE. PLEASE QUOTE DISCOUNTS IN THE BLANKS PROVIDED.

THE ANNUAL VALUE OF THIS CONTRACT IS APPROXIMATELY \$2,400,000.00. THE ANNUAL AMOUNT OF THIS CONTRACT IS ESTIMATED ONLY BASED ON PRIOR USAGE, AND MAY BE INCREASED OR DECREASED TO MEET ACTUAL REQUIREMENTS. THE FOLLOWING IS THE PROJECTED USAGE IN EACH CATEGORY.

CATEGORY	% TOTAL VOLUME	ESTIMATED DOLLARS	DISCOUNT
CATEGORY I	42%	\$1,008,000.00	_____
CATEGORY II	11%	\$264,000.00	_____
CATEGORY III	12%	\$288,000.00	_____
CATEGORY IV	3%	\$72,000.00	_____
CATEGORY V	2%	\$48,000.00	_____
CATEGORY VI	4%	\$96,000.00	_____
CATEGORY VII	5%	\$120,000.00	_____
CATEGORY VIII	4%	\$96,000.00	_____
CATEGORY IX	13%	\$312,000.00	_____
CATEGORY X	1%	\$24,000.00	_____
CATEGORY XI	2%	\$48,000.00	_____
CATEGORY XII	1%	\$24,000.00	_____

LIBRARIES OFTEN NEED SERVICES IN ADDITION TO BASIC BOOKS. THESE MAY BE BILLED AS A SEPARATE LINE ITEM ON THE INVOICE. PLEASE QUOTE A NET PRICE ON EACH OF THE FOLLOWING SERVICES:

NET COST

COVER-UPS INSTALLED ON PAPER BACKS. THESE SHOULD BE SELF-ADHESIVE, A MINIMUM OF 12-MIL CLEAR VINYL (PVC) OR EQUAL COVERS. VINYL IS SEMI-RIGID EXCEPT FOR A 2.5-MIL SPINE, WHICH IS COMPLETELY FLEXIBLE IN ORDER TO FIT BOOKS OF DIFFERENT THICKNESS. THE ADHESIVE SHOULD BE PERMANENT.

JACKETING: 1.5 MIL POLYESTER COVERS WITH WHITE BACKING PAPER.

SUPPLY AND AFFIX SECURITY DEVICE (TATTLE TAPES)

SUPPLY AND AFFIX GENERIC DATE DUE SLIPS

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<div><div></div><div>SUPPLY AND AFFIX GENERIC BOOK POCKETS</div><div></div><div>STANDARD CATALOGING SERVICE</div><div>LC SERVICE; LC-DISTRIBUTED RECORDS, IF AVAILABLE;</div><div>OCLC RECORDS; ELSE PROVISIONAL VENDOR SUPPLIED</div><div>RECORDS.</div><div></div><div>CATALOG KITS</div><div></div><div>CATALOGING AND PROCESSING (SHELF-READY BOOKS)</div><div></div></div> <div>22 NON-EXCLUSIVITY CLAUSE THIS AGREEMENT IS NON-EXCLUSIVE AND SHALL NOT IN ANY WAY PRECLUDE THE STATE LIBRARY OR MEMBER LIBRARIES FROM ENTERING INTO SIMILAR AGREEMENTS AND/OR ARRANGEMENTS WITH OTHER VENDORS OR FROM ACQUIRING SIMILAR SERVICES FROM OTHER SOURCES.</div> <div>23 AT THE OPTION OF THE STATE OF LOUISIANA AND ACCEPTANCE BY THE CONTRACTOR, THIS CONTRACT MAY BE EXTENDED FOR TWO ADDITIONAL TWELVE (12) MONTH PERIODS AT THE SAME PRICE, TERMS AND CONDITIONS. TOTAL CONTRACT TIME MAY NOT EXCEED THIRTY-SIX (36) MONTHS.</div>			

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LINE NO.	COMMODITY/SERVICE DESCRIPTION	QUANTITY FROM/TO	UNIT	UNIT PRICE	EXTENDED TOTAL
-00001	UNLESS SPECIFIED ELSEWHERE SHIP TO: STATEWIDE DELIVERY  COMMODITY CODE: 715-10-011027  LIBRARY BOOK CONTRACT-PURCHASE-FOR STATE LIBRARY & MEMBER LIBRARIES OF THE LA STATE LIBRARY SPECIALIZED CATALOGING ASSISTANCE CENTER  NO PRICES ARE TO BE QUOTED HERE. SEE PRICE SCHEDULE ON PAGES 11 & 12.	1	LOT		



# PUBLIC LIBRARY DIRECTOR QUICK REFERRAL LIST

Library	Director	Office #	Fax #	eMail
Acadia	Lyle Johnson	337-788-1880	337-788-3759	admin.b1ac@state.lib.la.us
Allen	Karen Teigen	337-639-4315	337-639-2654	kteigen@state.lib.la.us
Ascension	Angelle Deshautelles	225-644-8924	225-644-0063	admin.1ac@state.lib.la.us
Assumption	Gerard Klein	985-369-7070	985-369-6019	ap11@state.lib.la.us
Audubon	Mary Lindsey, Acting	225-683-4290	225-683-4634	mlindsey@state.lib.la.us
Avoyesles	Theresa Thevenote	318-253-7559	318-253-6361	thveneno@state.lib.la.us
Beauregard	Lilly Smith	337-463-6217	337-462-5434	lfs@beau.org
Bienville	Peggy Walls	318-263-7410	318-263-7428	pwalls@state.lib.la.us
Bossier	Bob Black	318-746-1693	318-746-7768	bblack@state.lib.la.us
Calcasieu	Jeffrey A. Rippel	337-475-8798	337-475-8806	director@calcasieu.lib.la.us
Caldwell	Mary Poole	318-649-2259	318-649-7768	cal.lib71417@yahoo.com
Cameron	Charlotte Trosclair	337-775-5421 ext.103	337-775-5346	ctroscla@state.lib.la.us
Catahoula	Lou Myers	318-744-5271	318-744-5251	admin.h1cl@state.lib.la.us
Claiborne	Pam Suggs	318-927-3845	318-927-2016	psuggs@state.lib.la.us
Concordia	Amanda Taylor	318-757-3550	318-757-1941	ataylor@state.lib.la.us
DeSoto	Wanda Berry	318-872-6100	318-872-6120	wberry@state.lib.la.us
East Baton Rouge	Lydia Acosta	225-231-3700	225-231-3759	lacosta@ebr.lib.la.us
East Carroll	Renee Whatley	318-559-2615	318-559-4635	admin.t1ec@state.lib.la.us
Evangeline	Mary Foster Galasso	337-363-1369	337-363-2353	mfoster2@state.lib.la.us
Franklin	Emily Arnold	318-435-4336	318-435-1990	cfint@state.lib.la.us
Grant	Doris Lively	318-627-9920	318-627-9900	dlively@state.lib.la.us
Iberia	Kathy Miles	337-373-0077	337-373-0086	kmiles@state.lib.la.us
Iberville	Dannie Ball	225-687-2520	225-687-9719	dball@state.lib.la.us
Jackson	Robin Toms	318-259-6697	318-259-8984	rtoms@state.lib.la.us
Jefferson Davis	Linda LeBert	337-824-1210	337-824-5444	llebert@state.lib.la.us
Jefferson	Lon Dickerson	504-838-1100	504-838-1110	ldickerson@jefferson.lib.la.us
Jennings Carnegie	Harriet Schultz	337-821-5517	337-821-5527	admin.b1jn@state.lib.la.us
Lafayette	Sona J. Dombourian	337-261-5781	337-261-5782	admin.b1lf@state.lib.la.us
Lafourche	Beverly Arabie	985-446-1163	985-449-4128	barabie@lafourche.org
LaSalle	Andrea Book	318-992-5675	318-992-7374	abook@state.lib.la.us
Lincoln	Vivian McCain	318-251-5030	318-251-5045	vmccain@mypy.org
Livingston	Allen Cunningham	225-686-2436	225-686-3888	admin.c1lv@state.lib.la.us
Madison	Kizzy Bynum	318-574-4308	318-574-4312	kbvnum@state.lib.la.us
Morehouse	Mary Hodgkins	318-281-3696	318-281-3683	admin.t1mh@state.lib.la.us
Morgan City	Malisa Mayon	985-380-4646	985-384-7519	mmayon@state.lib.la.us
Natchitoches	Bethany Ponder Hebert	318-357-3280	318-357-2449	admin.g1nt@state.lib.la.us
New Orleans	William B. Johnson	504-596-2600	504-596-2609	bjohnson@gno.lib.la.us
Opelousas-Eunice	Walter Stubbs	337-948-3693	337-948-5200	admin.b1oe@state.lib.la.us
Ouachita	Cheryl Cooper Mouliere	318-327-1490	318-329-4057	mouliere@oplib.org
Plaquemines	Janet Y. Cantwell	985-657-7121	985-657-6175	jcantwel@state.lib.la.us

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Rapides	Steve Rogge	318-445-6436	318-445-6169	<a href="mailto:sirogge@rpl.org">sirogge@rpl.org</a>
Red River	Marvin (Trey) Lewis	318-932-5614	318-932-6747	<a href="mailto:mlewis@state.lib.la.us">mlewis@state.lib.la.us</a>
Richland	Brenda Doran	318-728-4806	318-728-6108	<a href="mailto:bdoran@state.lib.la.us">bdoran@state.lib.la.us</a>
Sabine	Rebecca Morris	318-256-4150 or 51	318-256-4154	<a href="mailto:admin.q1sb@state.lib.la.us">admin.q1sb@state.lib.la.us</a>
St. Bernard	Ethel B. Llamas	504-279-0448	504-277-3645	<a href="mailto:ellamas@state.lib.la.us">ellamas@state.lib.la.us</a>
St. Charles	Mary des Bordes	985-785-8464	985-785-8499	<a href="mailto:mdesbord@stcharles.lib.la.us">mdesbord@stcharles.lib.la.us</a>
St. James	Jennifer Seneca	225-869-3618	225-869-8435	<a href="mailto:admin.s1jm@state.lib.la.us">admin.s1jm@state.lib.la.us</a>
St. John the Baptist	Randy DeSoto	985-652-6857	985-652-8005	<a href="mailto:rdesoto@stjohn.lib.la.us">rdesoto@stjohn.lib.la.us</a>
St. Martin	Jeanne Essmeier	337-394-2207	337-394-2248	<a href="mailto:admin.b1mt@state.lib.la.us">admin.b1mt@state.lib.la.us</a>
St. Mary	Julie W. Champagne	337-828-1624 or 5364	337-828-2329	<a href="mailto:admin.b1my@state.lib.la.us">admin.b1my@state.lib.la.us</a>
St. Tammany	Janice Butler	985-871-1219	985-871-1224	<a href="mailto:jan@stpl.us">jan@stpl.us</a>
Shreve Memorial	James Pelton	318-226-5870	318-226-4780	<a href="mailto:jpelton@shreve-lib.org">jpelton@shreve-lib.org</a>
South St. Landry	Barbara A. Malbrue	337-662-3442	337-662-3475	<a href="mailto:bmalbrue2@state.lib.la.us">bmalbrue2@state.lib.la.us</a>
Tangiphoa	Chris Kuechmann	985-748-7559	985-748-2812	<a href="mailto:admin.ct1q@state.lib.la.us">admin.ct1q@state.lib.la.us</a>
Tensas	Liz Waggoner	318-766-3781	318-766-0098	<a href="mailto:admin.t1tn@state.lib.la.us">admin.t1tn@state.lib.la.us</a>
Terrebonne	Mary Cospier-LeBoeuf	985-876-5861	985-876-5864	<a href="mailto:mcosper1@state.lib.la.us">mcosper1@state.lib.la.us</a>
Union	Dorothy Killen	318-368-9226	318-368-9224	<a href="mailto:dkillen@state.lib.la.us">dkillen@state.lib.la.us</a>
Vermilion	Jackie Choate	337-893-2655	337-898-0526	<a href="mailto:jchoate@state.lib.la.us">jchoate@state.lib.la.us</a>
Vernon	Howard L. Coy, Jr.	337-239-2027	337-238-0666	<a href="mailto:hcoy@state.lib.la.us">hcoy@state.lib.la.us</a>
Washington Municipal	Mamie Pite	337-826-3967		<a href="mailto:mpite@state.lib.la.us">mpite@state.lib.la.us</a>
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